

M e m o r a n d u m

Date: January 8, 2010

To: Winterhaven Area

Attention: Lieutenant J. Swaim

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.13159.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Winterhaven Area was conducted on June 8, 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 23, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E).

According to the OPI inventory lists, the command had a total property inventory population of 328 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 52 items (d).

Safety, Service, and Security

	Population Size (a)	Percentage of Total (b)	Individual Sample Size (c)
ICU Decals	152	46	24
Telecomm	105	32	17
Fleet	14	4	2
Weapons	57	17	9
Total	328		52

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 47 of the 52 items were located. Three of the items (Mobile Radio, Control Head – Mobile, and Control Head – Mobile) were assigned to run-out vehicles, and the associated CHP 57s (Motor Vehicle Assignment and Transfer) are attached. One item (Hand – Held Radio) is assigned to an officer who transferred to another Area, and the accompanying CHP 331 (Radio Extender Adjustment Record) is attached. One item (Hand – Held Radio) was found to be missing since 2005. A memorandum was generated by the Area and a CHP 24, Physical Inventory Adjustment Request form was submitted. Copies of all memorandums are attached. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Winterhaven Area

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January 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

A handwritten signature in black ink, appearing to read "M. C. A. Santiago". The signature is stylized with a large, looped "S" and a trailing flourish.

M. C. A. SANTIAGO, CIG
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Border Division
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT

A

OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
WINTERHAVEN - 620
September 23, 2009

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Mobile Radio	R40969				X		RUN OUT VEHICLE. CHP 57 ATTACHED.
Control Head - Mobile	R57765				X		RUN OUT VEHICLE. CHP 57 ATTACHED.
Hand-Held Radio	R63918	X					ITEM DISCOVERED MISSING DURING AN INVENTORY OF 2005. MEMO AND CHP 24 ATTACHED.
Hand-Held Radio	R68707				X		ITEM ASSIGNED TO OFFICER WHO HAS TRANSFERRED. CHP 331 ATTACHED.
Control Head - Mobile	R79579				X		RUN OUT VEHICLE. CHP 57 ATTACHED.

ATTACHMENT

B

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
WINTERHAVEN - 620

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1 101934	CLEANER CARPET		X					
2 120352	RADAR, VEHICLE	046477	X					
3 125420	BREATH ANALYZER	047982	X					
4 130657	ROUTER	JMX0721L0ZT	X					
5 133739	DIGITAL CAMERA	9126104670	X					
6 133740	DIGITAL CAMERA	8726135677	X					
7 135250	FILE SERVER	EAGGLDN42W	X					
8 138943	COPIER	56000151	X					
9 140567	LIDAR, HANDHELD	UX015638	X					
10 145897	SWITCH	FOC1026X1QU	X					
11 147967	PRINTER	CNBC6890FC	X					
12 152634	COMPUTER	MXL7300VSX	X					
13 152635	COMPUTER	MXL7300VR1	X					
14 152638	COMPUTER	MXL7300VDN	X					
15 153360	BREATH ANALYZER SYSTEM PAS DEVICE	90103410-82	X					
16 153361	BREATH ANALYZER SYSTEM PAS DEVICE	90103399-82	X					
17 160198	LAPTOP	0004544404	X					
18 160202	LAPTOP	0004544410	X					
19 160210	LAPTOP	0004544417	X					
20 160214	LAPTOP	0004544429	X					
21 74992	DICTATING/TRANSCRIBING CASSETTE	225063372	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
WINTERHAVEN - 620

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
22 83214	DIRT BLOWER-GAS POWERED	142673	X					
23 85828	CAMERA 35MM	2188939	X					
24 87139	MONITOR COLOR	26W03323F	X					

LEGEND
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT

C

CALIFORNIA HIGHWAY PATROL
2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
WINTERHAVEN - 620

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R39582	Base Station - rack type		6944390	X					
2	R40969	Mobile Radio	1248224	9523516				X		RUN OUT VEHICLE. CHP 57 ATTACHED.
3	R42890	Mobile Radio	1270571	9541627	X					
4	R44936	Mobile Repeater	1248511	7611019	X					
5	R45333	Mobile Repeater		7629359	X					
6	R50424	Scanner	1248645	5000629	X					
7	R57765	Control Head - Mobile	1239799					X		RUN OUT VEHICLE. CHP 57 ATTACHED.
8	R62010	Hand-Held Radio	17466	402AWUG303	X					
9	R62441	Hand-Held Radio	12233	402AWW6416	X					
10	R63133	Hand-Held Radio	18368	402AWW6015	X					ITEM DISCOVERED MISSING DURING AN INVENTORY OF 2005. MEMO AND CHP 24 ATTACHED.
11	R63918	Hand-Held Radio	Lost-620	402AWY1381		X				ITEM ASSIGNED TO OFFICER WHO HAS TRANSFERRED. CHP 331 ATTACHED.
12	R68643	Hand-Held Radio	19225	402AXE7974	X					
13	R68707	Hand-Held Radio		402AXE8751				X		
14	R70283	Battery Charger - Radio			X					
15	R76069	Announcer - Telephone		3693	X					
16	R79579	Control Head - Mobile						X		RUN OUT VEHICLE. CHP 57 ATTACHED.
17	R82000	Telephone System			X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

ATTACHMENT

D

ACTIVE EQUIPMENT INVENTORY BY LOCATION
(PAR:EQUIP INVENT BY LOC)
09/01/2009

COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
620	Y 1204423	1204423	ENFORCEMENT SEDAN	2005	FOR	CRNVIC
620	1239799	1239799	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
620	1248123	1248123	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
620	1248195	1248195	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
620	1248511	1248511	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
620	1248534	1248534	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
620	Y 1248645	1248645	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
620	1270522	1270522	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
620	1270533	1270533	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
620	1270571	1270571	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
620	3QDY893	5LSR682	COMMANDER VEHICLES	2005	FOR	CRNVIC
620	C2507P	1137274	TOWING VEHICLES	2002	DOD	PU
620	C2792P	1189999	MRE 2X4	2005	DOD	PU
620	T279	1104082	TRAILERS	2001	UST	RADAR TRLR

If the vehicle has been transferred - attach CHP 57 form

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

ATTACHMENT

E

620 - Winterhaven

August 12, 2009

Officer Issued Weapons

Issued to officer

ID# Last Name

First Name

Ser#Control#Comments

Issued to officer:

Complete Area Inventory

620 - Winterhaven

August 12, 2009

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Issued to Area/Division: [REDACTED]

Ser#

Control#

Comments

[REDACTED]

[REDACTED]

[REDACTED]

Ser#

Control#

Comments

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

Complete Area Inventory

620 - Winterhaven

August 12, 2009

[REDACTED]

[REDACTED]

[REDACTED] Issued to Area/Division

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
✓ [REDACTED]		
✓ [REDACTED]		
[REDACTED]		
✓ [REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		

Issued to Area/Division: [REDACTED]

[REDACTED]

[REDACTED] Issued to Area/Division

<u>Ser#</u>	<u>Control#</u>	<u>Comments</u>
[REDACTED]		
[REDACTED]		
[REDACTED]		
[REDACTED]		

Issued to Area/Division: [REDACTED]

Area Issued Weapons Total: [REDACTED]

Area Grand Total: [REDACTED]

8224

VE:	NR:	1248224	
YEAR:	2007	LICENSE NR:	1248224
MAKE:	FOR	REPLACES VEHICLE:	1204200
MODEL:	CRNVIC	VIN:	2FAHP71W67X107064
CLASS CODE:	ES	DATE PLACED IN SERVICE:	12/20/2007
DEALER STOCK NR:	FL9545	FUEL CARD #:	610

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	R-40969 - VON
A RADIO CONTROL HEAD	R-57500 - VON
A REPEATER	R-44880 - VON
A SCANNER	R-94111 - VON
ANTENNA - COMPUTER - BARRIER	
BASE LOAD ANTENNA	
CABLE - MAIN RADIO	
CABLE - COMPUTER DAT	
CONSOLE	
DECALS	
DOCKING STATION	
DUAL GUN LOCKS	
EXEMPT LICENSE PLATE	
EXTERNAL JUMPER PLUG	
FIRST AID KIT	
LED MIRROR MT RD/BL	
MAPLIGHT	
PRISONER RESTRAINT E	
PUSH BUMPER	
RADIO/SIREN INTEREAC	
REAR DECK LIGHT	
REAR MAPLIGHT	
REPEATER ANTENNA	
SECOND EYE BOLT	
SIREN	
SPOTLIGHT RIGHT CLE	
SPOTLIGHT LEFT RED	
STALKER RADAR WIRING	
WIG WAG FLASHER	

COMMENTS:
09-372

110647

ASSIGNED TO LOCATION: 620

RECEIVED BY: John M. Bruce
(Signature)

PRINT NAME: John M. Bruce

ID NUMBER: A14336

DATE: 7-3-09

ODOMETER: 64000

TRANSFERED FROM LOCATION:

DELIVERED BY: Mark Bruce
(Signature)

PRINT NAME: Mark Bruce

ID NUMBER: A14336

DATE: 7-3-09

----- End of Report -----

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER
(PAR:CHP 57)

9799

VEHICLE NR:	1239799		
YEAR:	2006	LICENSE NR:	1239799
MAKE:	FOR	REPLACES VEHICLE:	1189908
MODEL:	CRNVIC	VIN:	2FAHP71W16X141198
CLASS CODE:	ES	DATE PLACED IN SERVICE:	04/26/2007
DEALER STOCK NR:	FL8441	FUEL CARD #:	664949

EQUIPMENT

ITEM:
A RADIO - CHP
A RADIO CONTROL HEAD
A REPEATER
A SCANNER
ANTENNA - COMPUTER -
BARRIER
BASE LOAD ANTENNA
CABLE - MAIN RADIO
CABLE - COMPUTER DAT
CONSOLE
DECALS
DUAL GUN LOCKS
EXEMPT LICENSE PLATE
EXTERNAL JUMPER PLUG
FIRST AID KIT
LED MIRROR MT RD/BL
MAPLIGHT
PRISONER RESTRAINT E
PUSH BUMPER
RADIO/SIREN INTERFAC
REAR DECK LIGHT
REAR MAPLIGHT
REPEATER ANTENNA
SECOND EYE BOLT
SIREN
SPOTLIGHT RIGHT CLE
SPOTLIGHT LEFT RED
STALKER RADAR WIRING
WIG WAG FLASHER

DESCRIPTION:

R-43811
R-57765
R-45392
R-88641

R41104 ✓

R46366 ✓

R8094 ✓

SR 5498

SERIAL # 95000816

COMMENTS:
09-665

ASSIGNED TO LOCATION: 075

RECEIVED BY: SUN LOW
(Signature)

PRINT NAME: SUN LOW

ID NUMBER: A06712

DATE: 9/15/09

ODOMETER: 109639

TRANSFERED FROM LOCATION: 620

DELIVERED BY: M. J. D.

(Signature)

PRINT NAME: MARK BRUSO

ID NUMBER: A14883

DATE: 9-15-09

----- End of Report -----

M e m o r a n d u m

R63918

Date: October 3, 2005

To: Border Division

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Winterhaven Area

File No.: 620.13209

Subject: RADIO EXTENDER INVENTORY

Winterhaven Area completed the physical inventory of the radio extenders. Area was unable to locate Motorola extender, **R63918**, #402AWY1381. A thorough search of Area was conducted and the extender was not located. All personnel that transferred from Area were contacted and indicated they did not have the extender. The missing extender was entered into the lost or stolen property system.

Prior to implementation of assigning extenders to individual officers, the extenders were kept in the equipment room for use. Accountability for the extenders was lacking. Area has taken appropriate measures to ensure further losses do not occur.



M.D. HENRY, Lieutenant
Commander

Attachments

Safety, Service, and Security

RADIO EXTENDER INVENTORY AND ASSIGNMENT REPORT

R Number	Serial Number	Employee's ID#	Employee's Last Name	Employee's First Name	Employee's Signature	Model	Location
R61590	402AWUG115	16410	MILLER	JOSEPH	<i>Ja mllr</i>	HT1000	620
R62724	402AWW4905	14222	MAYFIELD	JOSEPH	<i>Jed</i>	HT1000	620
R62802	402AWW4879	17051	CAMPAS	AMANDO	<i>Am</i>	HT1000	620
R63318	402AWY1061	10661	BREEDT	DON	<i>D Bmt</i>	HT1000	620
R63326	402AWY1032	13209	DOMBY	CYNIU	<i>on</i>	HT1000	620
R63331	402AWY1056	12297	NUNAL	DAVE	<i>Da</i>	HT1000	620
R63335	402AWY0830	11597	ALUGULO	SHAWW	<i>Shaww</i>	HT1000	620
R63336	402AWY0847	15817	NIELSEN	JOSEPH	<i>Joe</i>	HT1000	620
R63338	402AWY0867	8765	PANAN	RUDY	<i>R.S. Paner</i>	HT1000	620
R63339	402AWY0869	11526	HAGERTY	BRENDA	<i>B</i>	HT1000	620
R63396	402AWY0566	16197	RATCLIFF	TIM	<i>T Ratcliff</i>	HT1000	620
R63539	402AWY1135	16015	BOURDEAUX	CHRISTOPHER	<i>Chris</i>	HT1000	620
R63912	402AWY1415	15647	PRICE	ALYCE	<i>Allyce</i>	HT1000	620
R63913	402AWY1399	9941	NA-16.06.05	JOSEY	<i>Jo</i>	HT1000	620
R63916	402AWY1391	16721	AVAMADO	ALFARO	<i>Alfaro</i>	HT1000	620
R63918	402AWY1381	MISSING				HT1000	620
R63921	402AWY1407	14803	SAPP	ROBERT	<i>Rob</i>	HT1000	620
R63989	402AWY1208		B/O			HT1000	620
R64021	402AWY0922	11071	HENDRICKSON	BRIAN	<i>Brian</i>	HT1000	620
R64730	402AWY7364	17001	DICKEN	ROBERT	<i>Rob</i>	HT1000	620
R67037	402AXA3855	14957	WEBB	DAVID	<i>David Webb</i>	HT1000	620
R67671	402AXA4163	13070	COWTRICKAS	ALBERT	<i>Al</i>	HT1000	620
R68707	402AXE8751		SPARE			HT1000	620
R69507	402AXE8871	8251	HAWLEY	MARK	<i>Mark</i>	HT1000	620
Count: 24							

Ja mllr 9-29-05
SIGNATURE & ID # OF PERSON
CONDUCTING INVENTORY DATE

PHYSICAL INVENTORY ADJUSTMENT REQUEST

REFER TO HPM 11.2 CHAPTER 8

DISTRIBUTION:
WHITE & YELLOW - Return with inventory package through chain-of-command.
PINK - Keep at command

DATE _____

09/27/2005

TO
Fiscal Management Section, Inventory Control Unit

FROM (COMMAND)
Winterhaven

LOCATION CODE

620

DATE PHYSICAL INVENTORY PERFORMED
09/27/2005

PERSON CONDUCTING INVENTORY
J. Miller, #16410

TELEPHONE NUMBER
(760) 572-0294

☒ Public
☐ CALNET☐ Report complete—all items located☒ Make changes listed below

C = CORRECTION to PRINTOUT (Check Box in Appropriate Area)

D = DELETION

A = ADDITION

ADDITIONS ONLY (if known)

[illegible]

TRANSFERS (A signed CHP 266, Credit Memo, or CHP 57, Motor Vehicle Assignment and Transfer, must be attached as documentation for each transfer)

[illegible]

COMMANDER'S SIGNATURE

DIVISION CHIEF'S SIGNATURE

DATE _____

05/27/2009

10

FROM (COMMAND)

Winterhaven Area

LOCATION CODE

DATE PHYSICAL INVENTORY PERFORMED _____

PERSON CONDUCTING INVENTORY

TELEPHONE NUMBER

05/27/2009

Sgt. L. Dombey, #13209

(760) 572-0294

☒ Public☐ CALNET☐ Report complete all - all items located☒ Make changes listed below

C = CORRECTION to PRINTOUT (Check Box in Appropriate Area)

D = DELETION

A = ADDITION

T = TRANSFER

COMMANDER'S SIGNATURE

M e m o r a n d u m

Date: May 27, 2009

To: Telecommunications Section

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Winterhaven Area

File No.: 620.13209.12233

Subject: ANNUAL INVENTORY OF RADIO EXTENDERS

Winterhaven Area conducted a physical inventory of radio extenders on May 27, 2009. The following changes are necessary to correct the Inventory and Assignment Report.

CORRECTION TO PRINTOUT – DELETIONS

<u>CHP NUMBER</u>	<u>SERIAL NUMBER</u>	<u>UNIT</u>	<u>DESCRIPTION</u>
R62724	402AWW4905	HT1000	Radio Extender
This item is assigned to employee #16410, who transferred out of Area to Border Division, 601.			
R63338	402AWY0867	HT1000	Radio Extender
This item was returned to Telecommunications Section.			
R63913	402AWY1399	HT1000	Radio Extender
This item was returned to Telecommunications Section.			
R65937	402AWY9636	HT1000	Radio Extender
This item is assigned to employee #14957, who is on loan from El Centro Area, 626. Employee's assigned extender, R67037 was defective and returned to Telecommunications Section.			
R68707	402AXE8751	HT1000	Radio Extender
This item is assigned to employee #11071, who transferred out of Area to CIF, 626.			

Telecommunications Section

Page 2

May 27, 2009

CORRECTION TO PRINTOUT – DELETIONS (CONTINUED)

<u>CHP NUMBER</u>	<u>SERIAL NUMBER</u>	<u>UNIT</u>	<u>DESCRIPTION</u>
R69507	402AWE8871	HT1000	Radio Extender
This item was returned to Telecommunications Section.			

Please refer questions regarding the physical inventory to Sergeant Lynn Dombay at (760) 572-0294.



J. W. SWAIM, Lieutenant
Commander

Attachments

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CHP 331 (Rev. 4-06) OPI 047

DATE _____

05/27/2009

10

FROM (COMMAND)

LOCATION CODE

Telecommunications Section

Winterhaven Area

620

DATE PHYSICAL INVENTORY PERFORMED _____

PERSON CONDUCTING INVENTORY

TELEPHONE NUMBER

05:27:2009

Sgt. L. Dombay, #13209

(760) 572-0294

☒ Public☐ CALNET☐ Report complete all - all items located☒ Make changes listed below

C = CORRECTION to PRINTOUT (Check Box in Appropriate Area)

D = DELETION

A = ADDITION

T = TRANSFER


[illegible]

COMMANDER'S SIGNATURE

c331_405.pdf

2009 RADIO EXTENDER INVENTORY AND ASSIGNMENT REPORT

Location	Employee Signature, ID#	R Number	Serial Number	Model	
620	ASSIGNED TO 601	16410	R61590	402AWUG115	HT1000
		18468	R61792 ✓	402AWUG094	HT1000
		17466	R62010 ✓	402AWUG303	HT1000
		12233	R62441	402AWW6416	HT1000
		17823	R62582	402AWW5162	HT1000
		17051	R62802 ✓	402AWW4879	HT1000
		18368	R63133	402AWW6015	HT1000
		12967	R63318 ✓	402AWY1061	HT1000
		13209	R63326 ✓	402AWY1032	HT1000
		12270	R63331 ✓	402AWY1056	HT1000
	RETURNED	08765	R63338	402AWY0867	HT1000
	MILITARY DEPLOYMENT	16015	R63539	402AWY1135	HT1000
		15941	R63555 ✓	402AWY1230	HT1000
		19360	R63755 ✓	402AWY0686	HT1000
		15647	R63912 ✓	402AWY1415	HT1000
	RETURNED		R63913	402AWY1399	HT1000
		13020	R63916 ✓	402AWY1391	HT1000
		14803	R63921 ✓	402AWY1407	HT1000
		17727	R64170 ✓	402AWY1638	HT1000
		18028	R64280 ✓	402AWY1488	HT1000
		18067	R64729 ✓	402AWY7372	HT1000
		19333	R64805 ✓	402AWY7511	HT1000
		13089	R65823 ✓	402AWY9490	HT1000
	REASSIGNED TO 14957	09685	R65937	402AWY9636	HT1000
		17209	R66846 ✓	402AXA4355	HT1000
		19298	R67623 ✓	402AXA4066	HT1000
		18464	R67840 ✓	402AXA4262	HT1000
		19225	R68643 ✓	402AXE7974	HT1000
	ASSIGNED TO 626	#11071	R68707	402AXE8751	HT1000
		18290	R68896 ✓	402AXE8196	HT1000


 SIGNATURE AND ID# OF PERSON
 CONDUCTING INVENTORY

5/27/09
 DATE


 COMMANDER'S SIGNATURE

5-27-09
 DATE

May 5, 2009

2009 RADIO EXTENDER INVENTORY AND ASSIGNMENT REPORT

<i>Location</i>	<i>Employee Signature, ID#</i>	<i>R Number</i>	<i>Serial Number</i>	<i>Model</i>
620	REMOVED	R69507	402AXE8871	HT1000

 13209

SIGNATURE AND ID# OF PERSON
CONDUCTING INVENTORY

5-27-09

DATE



COMMANDER'S SIGNATURE

5-27-09

DATE

May 5, 2009

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

CREDIT MEMO - EQUIPMENT

☐ Return ☐ Repair ☒ Transfer☐ Loan, return by:

FROM (COMMAND NAME)

LOCATION CODE

PREPARED BY

DATE _____

TO: (COMMAND NAME)

620

Sgt. L. Domby, #13209

03/05/2009

Telecommunications Warehouse

LOCATION CODE	
---------------	--

NUMBER BOXES/PIECES IN THIS SHIPMENT	
--------------------------------------	--

SHIPPED VIA

DRIVER'S SIGNATURE

☐ SSU truck ☐ Other (specify):

MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

CHP NUMBER
(Incl X, AF, SF, R #s)

SERIAL NUMBER

UNIT

DESCRIPTION

CHECK IF
DEFECTIVE

HQ USE ONLY
STOCK SURVEY

R65937

402AWY9636Z

1

HT1000 assigned to OFF. D. Webb, #14957
Currently assigned to El Centro, 625

David Webb #14957

RECEIVED BY (SIGNATURE)

PRINTED NAME

DATE _____

AUTHORIZED BY

☒ Return ☐ Repair ☐ Transfer
☐ Loan, return by: _____

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

☒ Return ☐ Repair ☐ Transfer
☐ Loan, return by: _____

EQUIPMENT
MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.

[illegible]

M e m o r a n d u m

Date: May 8, 2009

To: All Field Commanders

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Assistant Commissioner, Field

File No.: 002.A06786.047.2009ExtenderInventory

Subject: ANNUAL INVENTORY OF RADIO EXTENDERS

Due to an anticipated shortage of Motorola HT-1000 portable radio extenders, the accuracy of the 2009 Annual Inventory of Radio Extenders will be of utmost importance. Telecommunications Section (TS) has been directed to ensure that there are enough radio extenders to meet current departmental needs, as well as those anticipated in the upcoming 24-36 months. Should the completed inventory determine the Department will be unable to meet its future needs, the current deployment policy will be modified accordingly.

As required by policy, a complete physical inventory of all Motorola HT-1000 portable radio extenders will be conducted during the month of April 2009. Attached are documents for your use during this inventory. Each command should designate a person to conduct the inventory. This person will be responsible for; verifying all radio extenders, ensuring the list of spare radio extenders on the Radio Extender Inventory and Assignment Report is accurate, and documenting all discrepancies on the CHP 331, Radio Extender Physical Inventory Adjustment Request form. This form is available in Adobe. Each departmental Motorola HT-1000 portable radio extender must be physically inspected to verify that all numbers compare with the inventory report. After verification of the R-numbers, serial numbers, and employee identification numbers, a check mark (✓) should be placed to the right of the R-number.

Documentation is required for any changes/discrepancies to the inventory report. Any transfers, additions, deletions, and corrections, shall be documented on a CHP 331. Each Division is authorized a total of ten spare radios to temporarily replace defective, damaged, or lost radio extenders. Extra radios shall not be retained for vacant positions. Commands shall immediately return all unassigned radio extenders to the TS Warehouse. Additionally, radio extenders recovered from employees who separate from the Department shall be promptly returned to the TS Warehouse. If radio extenders listed on the inventory have already been returned to the TS Warehouse, please include a copy of the CHP 266, Credit Memo-Equipment, with the inventory package. For those radio extenders that are not physically inspected due to an employee's extended absence (4800, military, maternity leave, etc.) that shall be noted on the form.

RECEIVED

MAY 14 2009

CHP - 626
WINTERHAVEN*Safety, Service, and Security*

All Field Commanders

Page 2

Once the Radio Extender Inventory and Assignment Report is complete, the commander and individual who conducted the inventory shall sign the report. To complete the inventory, the commander shall prepare a certification memorandum to TS documenting that all radio extenders were physically inspected and an explanation shall be provided for any inventory discrepancies. The inventory documents are due back to TS no later than May 30, 2009.

Please contact TS commander, Captain Marc Shaw, at (916) 375-2901, if you have any questions about the extender inventory.

A handwritten signature in dark ink, appearing to read "T. J. Clark", is written over the printed name.

T. J. CLARK
Assistant Commissioner

Attachments

4812

		CLE NR:	1204812
YEAR:	2005	LICENSE NR:	1204812
MAKE:	FOR	REPLACES VEHICLE:	1189480
MODEL:	CRNVIC	VIN:	2FAHP71W75X162331
CLASS CODE:	ES	DATE PLACED IN SERVICE:	05/26/2006
DEALER STOCK NR:	6914	FUEL CARD #:	21634

EQUIPMENT

ITEM:	DESCRIPTION:
A RADIO - CHP	R-41147 <i>Vol</i>
A RADIO CONTROL HEAD	R-43666 <i>Vol R79579</i>
A REPEATER	R-43666
A SCANNER	R-50640 <i>Vol</i>
ANTENNA - COMPUTER -	
BARRIER	
BASE LOAD ANTENNA	
CABLE - MAIN RADIO	
CABLE - COMPUTER DAT	
CONSOLE	
DECALS	
DUAL GUN LOCKS	
EXEMPT LICENSE PLATE	
EXTERNAL JUMPER PLUG	
FIRST AID KIT	
MAPLIGHT	
MIRROR MOUNT RED LIG	
PRISONER RESTRAINT E	
PUSH BUMPER	
RADIO/SIREN INTERFAC	
REAR DECK LIGHT	
REAR MAPLIGHT	
REPEATER ANTENNA	
SECOND EYE BOLT	
SIREN	
SIREN SNOW SCREEN	
SPOTLIGHT RIGHT CLE	
SPOTLIGHT LEFT RED	
STALKER RADAR WIRING	
WIG WAG FLASHER	

COMMENTS:
07-990

126029

ASSIGNED TO LOCATION: 620

RECEIVED BY: *John M. Baker*
(Signature)

PRINT NAME: John M. Baker

ID NUMBER: 14330

DATE: 7-18-08

ODOMETER: ~~126029~~

TRANSFERED FROM LOCATION:

DELIVERED BY: *Rafael Cardel*
(Signature)

PRINT NAME: Rafael Cardel

ID NUMBER: 111770

DATE: 7-18-08

----- End of Report -----

11-24-09